


CAREER MANAGEMENT
TEXAS ARMY NATIONAL GUARD TITLE 32 AGR
VACANCY ANNOUNCEMENT

	Texas Army National Guard Adjutant General's Department Post Office Box 5218 Austin, TX 78763-5218	Announcement #	CM 16-036
		Opening Date	29 August 2016
		Closing Date	28 September 2016
Position Title: STRATEGIC PLANNER		Location of Position: TX ARNG STAFF JFHQ AUSTIN, TX	
BRANCH/AOC IMM/01A00			
Grade: CPT or CW3		Open to: TXARNG AGR ONLY Any branch may apply	
Minimum Grade to apply: O2/W2 Maximum Grade to apply: O3/W3			

REQUIRED DOCUMENTS TO BE SUBMITTED

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

- ____ 1. **Cover Page** - AGR Vacancy Announcement with Personal Contact Information Listed Below.
 - ____ 2. **Memorandum for Consideration** to the President of the Selection Board
 Summarizing your intent, desires, goals, and lists all of your current contact information.
 Not to exceed one page, must be typed IAW AR 25-50.
 - ____ 3. ***Military Biography** (Download example/format from <https://tmd.texas.gov/army-agr> click Download Tab 1.)
 - ____ 4. **CERTIFIED copy of ORB** - Certified by Army G1 OPM or Unit S-1.
 - ____ 5. **DD Form 214s** - Copy Member 4 or Service 2 (indicating SPD Code) or NGB Form 22.
 - ____ 6. **Copy of last five OERs.**
 Submit a memo to the President of the Board explaining reason(s) for any missing OERs.
 Memorandum for record must be submitted explaining any unrated time
 - ____ 7. **Individual Medical Readiness (IMR) from MEDPROS.**
 PHA – must be within 1 year of announcement **opening** date.
 HIV Testing – must be within 2 years of announcement **opening** date.
 Must be DENTAL Class 1 or 2 – A deployable asset.
 If applicable, include PERMANENT Profile. Soldier must NOT be on TEMPORARY Profile.
 - ____ 8. **DA Form 705 (APFT).**
 Must have successfully completed & passed most recent APFT within 6 months of announcement opening date. Ensure DA 705 states "FOR RECORD GO".
 - ____ 9. ***Current Certified Statement of Height and Weight** from unit commander or authorized representative.
 - Height and weight must be conducted within 30 days of announcement opening date.
 - Include DA Form 5500-R or DA Form 5501-R (Body Fat Content Worksheet) if applicable.
 - ____ 10. **Statement of Security Verification** from Unit Security Manager.
 - ____ 11. ***JFTX 32-R** (Police Record Check) Applicant must complete Section I, II, leave #10 blank & section III Blank. (Must be signed and dated)
 - ____ 12. ***TXARNG Title 32 AGR - VA Disability Questionnaire** – Applicant must complete, sign and date.
 - ____ 13. **Letter of Input for President of the Board** – If applicable list any discrepancies or missing items on this checklist. This item is **NOT** a requirement.
- **Optional documentation that may be submitted is located on the last page of this announcement****
- *Indicates downloadable form available at <https://tmd.texas.gov/army-agr>, click "Download" Tab 1.

RANK		NAME	
PHONE		EMAIL	

FOR NGTX-AGR USE ONLY

Reviewed by: _____

Point of Contact for Application Process:

SSG Benigno Garcia at (512) 782-1244
Email at benigno.garcia.mil@mail.mil

Point of Contact for Board & Position

CW3 Brown Katherine at (512) 782-5292 or email at katherine.m.brown59.mil@mail.mil

Consideration Factors

- All applications will receive consideration for this position without regard to race, religion, color, national origin, sex, age, political affiliation or other non-merit factors.
- All applicants must be able to attend appearance board.
- All applicants require a background check prior to selection notification

AGR Position Description**Strategic Planner**

Serves as a strategic planner in Strategic Initiatives Group (SIG). Uses strategic processes and practices to develop and articulate policy, plans, and strategy at the state and national levels. Provides strategic level products to aid senior leaders in determining the direction and scope of the organization's path over the longer term. Assist multidisciplinary groups and facilitates senior leaders in decision-making throughout the Joint Force Headquarters and other Texas government agencies. Plans, coordinates and oversees the Adjutant General's Leader Development Program or other specified Joint Force Headquarters programs and projects.

Perform other duties as assigned.

AGR Qualifications

1. **TXARNG Officer** membership not to exceed pay grade of **O3** or **CW3**.
2. Must be qualified for initial entry into or continued service in the AGR Program IAW AR 135-18, NGR 600-5, AR 40-501, and be capable of performing the duties assigned and implied by grade, MOS and position as prescribed above.
3. Must be able to meet all military education and FTUS requirements in accordance with NGR 600-5, NGR 600-100, NGR 600-101, and current policies/directives.
4. Must be able to attend and successfully complete the appropriate TXARNG and NGB mandated Full Time Unit Support (FTUS) Training Requirement at the Brownwood Training Site and the National Guard Professional Education Center (PEC) within 12 months of assignment. Failure to do so will result in separation.
5. Must not have any unfavorable actions of any kind; must not be flagged, and must not have any temporary or permanent profile that would prevent successful completion of a retention/period physical.
6. Must be a deployable asset.
7. Must attend all Inactive Duty for Training (IDT) and Annual Training (AT) periods and performs duty in the assigned duty MOS.
8. Must have completed Initial Entry Training (IET).

Conditions of Employment

1. **Current on-board AGR applicants** are ineligible to apply if within a stabilization period IAW TXARNG 600-5.
2. **Must possess and maintain at a minimum a SECRET security clearance for consideration of advertised position and continuation in the AGR Program.**
3. Must demonstrate the ability to effectively communicate verbally and in writing.
4. Human Immune Deficiency Virus (HIV) testing for all Soldiers will be accomplished within 24 months prior to initial entry.
5. Must possess a valid state driver's license and be able to become qualified to operate vehicles organic to the unit.

Optional Documents that May be Submitted

1. Copy of any Certificate of Training that is not listed on ORB.
2. Copy of special skill certification or license that is pertinent to the position.
3. Recommendation letters from current or previous employers, commanders, organizations etc.
4. Federal Employee Performance Appraisals or civilian performance evaluation and/or incentive award certificate.
5. Counter Drug, Drug Interdiction, or Law Enforcement performance appraisal.
6. Official DA Photograph.
7. Formal explanation for any discrepancy listed in your official military records. Must be in memorandum format IAW AR 25-50, For the President of the Selection Board. Cannot be for a "bad" OER.

Where to Submit the Application

(All applications must be received prior to 1600hrs (CST) on the closing date of announcement)

Applicants must contact AGR Staffing if they are not contacted within five business days after the announcement closing date to verify their packet has been received.

***3 Methods for submitting an application:**

Preferred: EMAIL to: nq.tx.txarng.mbx.agr-staffing@mail.mil. E-mail Subject Line should only contain Announcement # - Rank, Last Name, First Name (Example: CM 16-XX – SGT Snuffy, Joe). Please allow up to 48 business hours following closure of announcement to receive EMAIL confirmation. Soldier(s) may contact AGR Staffing Section at anytime to verify their application has been received and/or to correct any deficiencies prior to announcement closing date. (All documents scanned as one PDF/TIF document preferred).

Hand Delivered: Applications may be **hand delivered** by applicant or on behalf of applicant to the AGR Staffing office located on Camp Mabry Bldg 8 RM C104 by 1600hrs COB. A stamped confirmation will be given. (No binders, staples, or tabs).

Mailed: Address to the Adjutant General of Texas, ATTN: NGTX-AGR (Bldg 8/RM C104), PO Box 5218, Austin, TX 78763-5218. Express Mail: 2200 W 35th ST, Austin, TX 78703-1222. Application must be received and stamped in by 1600 hrs on closing date. ***Note:** Mailing your application through Overnight delivery a day prior to the closing date is not a guarantee it will be received before applications are sent to the unit for board proceedings* An email confirmation will be sent once application is received. (No binders, staples, or tabs). Applicants will not submit an AGR application using Military Postage IAW NGR 600-5 and AR 135-18.